

PRELIMINARY PENDING U.S. DOE APPROVAL



CTED | Community, Trade and
Economic Development

PRELIMINARY APPLICATION HANDBOOK

Energy Efficiency and Conservation Block Grant Program

Recovery Funds

**Submission deadline is: September 1, 2009 (or one month after U.S. DOE approval of state application, whichever is later) at 5:00 p.m.
(to be received or postmarked)**

*This is an application for funds from the
American Recovery and Reinvestment Act.* | **RECOVERY.GOV**

June 2009



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Energy Efficiency and Conservation Block Grant Formula Competitive Application Guidelines

Purpose of Competitive Application Guidelines

These preliminary application guidelines are provided for cities less than 35,000 in population and counties less than 200,000 in population to begin thinking about their application for Energy Efficiency and Conservation Block Grant recovery funds through the American Recovery and Reinvestment Act (Recovery Act) to the Department of Community, Trade and Economic Development¹ (“Department”).

Funding and Submittal Overview

The Energy Efficiency and Conservation Block Grant program (EECBG) was originally authorized in Title V, Subtitle E of the Energy Independence and Security Act of 2007 (EISA) and signed into Public Law (PL 110-140) on December 19, 2007. The Recovery Act provides funds through the U.S. Department of Energy (U.S. DOE) to units of local and state government, Indian tribes, and territories to develop and implement projects to improve energy efficiency and reduce energy use and fossil fuel emissions in their communities.

The Department Energy Policy Division will administer block grants for cities with fewer than 35,000 and counties with fewer than 200,000 in population (See Attachment A). The Department submitted its application for distribution of block grant funds to U.S. DOE on June 22, 2009. Upon approval of the Department’s application by U.S. DOE, the Department will issue final application guidelines and a final notice of competitive application to all eligible smaller cities and counties. The smaller cities and counties are not required to submit an application to U.S. DOE.

Block grants from U.S. DOE will be directly awarded to cities of at least 35,000 and counties at least 200,000 in population (See Attachment B), and to tribes. They are required to submit their application to U.S. DOE directly by June 25, 2009 to receive their funding. These direct recipients are not eligible to apply to the Department for block grant formula funds. However, they are encouraged to use the funds they will be receiving directly to partner with jurisdictions that are eligible to apply to the Department.

| Due Dates for Applications | |
|---|---|
| Washington State (Department) and direct recipients of EECBG funds from U.S. DOE | Cities and counties that will be applying to the Department for EECBG funds |
| August 10, 2009 | September 1, 2009, or one month after Department issuance of final notice of application, whichever is later |

¹ The Department of Community, Trade and Economic Development’s name will change to “Department of Commerce” effective July 26, 2009.

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Fund Purpose

The purpose of the EECBG Program is to assist eligible entities in creating and implementing strategies to:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- Reduce the total energy use of the eligible entities; and
- Improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors.

Funding Period

Federal guidance requires that all funds be under contract within eighteen months from the effective date of the award to the state. In the event funds are not under contract within eighteen months, U.S. DOE reserves the right to de-obligate the funds and cancel the award. Funds must be expended within thirty-six months of the date of award. To ensure the Department is able to close out all contracts by this deadline, contract funds awarded pursuant to this application must be expended by the cities and counties by April 30, 2012.

To assist the applicant in meeting this very quick turn-around time:

- The application forms and questions are kept to a minimum. If funded, additional information will be collected prior to execution of a grant agreement.
- Staff are available to discuss proposed activities.
- Application workshops will be held throughout the state the week of July 13, 2009, prior to issuance of the final notice of application.
- This preliminary application guidance is being circulated to eligible cities and counties prior to issuance of the final guidance and notice of application.

Amount of Funds Available

The total amount of funding that will be available will be \$6,387,540. Grants will be awarded through a competitive process. The maximum grant size is \$135,000 per jurisdiction. There is no minimum. If eligible jurisdictions choose to partner in their application, the maximum per partner is \$135,000. Applicants are encouraged to partner with other eligible jurisdictions, if appropriate to the activity.

An eligible applicant can submit only one application for EECBG funding, but may apply for multiple activities in the application. Multiple applications by one jurisdiction will **not** be considered.

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How to Apply

Due Date for Application = September 1, 2009! (or one month after final notice of application issued upon U.S. DOE approval)

By September 1, 2009 (or one month after final notice of application issued upon U.S. DOE approval), at 5:00 p.m. PST, submit all application parts either:

- Electronically to *email address to be determined*
- By FAX to (360)

Application parts

1. Applicant information
2. Answers to evaluation questions
3. Activity Plan
4. Budget
5. Letter of commitment

Eligible Applicants and Activities

Eligible Applicants for EECBG Funds Administered by the State

Cities with fewer than 35,000 and counties with fewer than 200,000 in population (as determined by U.S. DOE), are eligible to apply. For a complete list of eligible applicants, see Attachment A. However, smaller cities and counties applying for EECBG funds from the state are encouraged to use those funds or other resources to partner with cities and counties receiving EECBG funds directly.

Ineligible Applicants for EECBG Funds Administered by the State

Cities with at least 35,000 and counties with at least 200,000 in population (as determined by U.S. DOE), and tribes are not eligible to apply to the state for funds. They are receiving funds directly and must apply to U.S. DOE by June 25, 2009 (For a complete list of cities and counties eligible to receive funds directly and not eligible to apply for funds from the state, see Attachment B).

Private for-profit and nonprofit, other special purpose local governments, state agencies, utilities, and tribes are not eligible to apply for EECBG funds administered by the state. However, eligible cities and counties may subcontract with these entities consistent with the list of eligible activities and federal guidelines.

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Eligible Activities

A list of eligible activities for use of program funds is below. Additional activities may be eligible pending approval by the Department. The activities below are therefore not an exhaustive list and should be used as a guide to the intent of the program.

1. Development of an Energy Efficiency and Conservation Strategy: Entities may use a grant received under this part to develop and/or implement a strategy for energy efficiency and conservation and to carry out activities to achieve the purposes of the program.

2. Technical Consultant Services: Entities may retain technical consultant services to assist the eligible entity in the development of such a strategy, including formulation of energy efficiency, energy conservation, and energy usage goals; identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes. Entities may develop methods to measure progress in achieving the goals. Entities may develop and publish annual reports to the population served by the eligible entity describing the strategies and goals and the progress made in achieving them during the preceding calendar year.

3. Residential and Commercial Building Energy Audits: Entities may support the conduct of residential and commercial building energy audits.

4. Financial Incentive Programs: Entities may establish financial incentive programs and mechanisms for energy efficiency improvements such as energy saving performance contracting, on-bill financing, and revolving loan funds.

5. Energy Efficiency Retrofits: Grants may be made to nonprofit organizations and governmental agencies for the purpose of retrofitting existing facilities to improve energy efficiency.

6. Energy Efficiency and Conservation Programs for Buildings and Facilities: Entities may develop and implement energy efficiency and conservation programs for buildings and facilities within the jurisdiction of the entity. The range of activities includes the design and operation of the programs; the identification of the most effective methods for achieving maximum participation and efficiency rates; public education; measurement and verification protocols; and identification of energy efficient technologies.

7. Development and Implementation of Transportation Programs: Entities may develop and implement programs to conserve energy used in transportation, including but not limited to:

- A. Employee flex time programs;
- B. Promoting use of satellite work centers;
- C. Development and promotion of zoning guidelines or requirements that promote energy efficient development;

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- D. Development of infrastructure such as bike lanes and pathways and pedestrian walkways;
- E. Synchronization of traffic signals;
- F. State/locals/regional integrated planning activities (i.e. transportation, housing, environmental, energy, land use) with the goal of reducing greenhouse gas emissions and vehicle miles traveled;
- G. Incentive programs to reduce commutes by single occupancy vehicles;
- H. Improvements in operational and system efficiency of the transportation system such as implementation of intelligent transportation system (ITS) strategies;
- I. Idle-reduction technologies and/or facilities to conserve energy, reduce harmful air pollutants, and greenhouse gas emissions from freight movement; and
- J. Installation of solar panels on interstate rights-of-way to conserve energy in highway operations and maintenance activities.

8. Building Codes and Inspections: Entities may develop and implement building codes and inspection services to promote building energy efficiency.

9. Energy Distribution: Entities may implement distributed energy resource technologies that significantly increase energy efficiency, including:

- A. District heating and cooling systems
- B. Combined heat and power systems
- C. Cogeneration systems
- D. Energy Storage systems
- E. Absorption chillers
- F. Desiccant humidifiers
- G. Micro turbines
- H. Ground source heat pumps

10. Material Conservation Programs: Entities may implement activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency.

11. Reduction and Capture of Methane and Greenhouse Gases: Entities may use grant funds to purchase and implement technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar waste related sources, such as wastewater treatment plants, operations producing food waste, dairy farms and other animal operations.

12. Traffic Signals and Street Lighting: Entities may use grant funds to replace traffic signals, pedestrian signals, and street lighting with energy efficient lighting technologies, including light emitting diodes; and any other technology of equal or greater energy efficiency.

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13. Renewable Energy Technologies on Government Buildings: Entities may use grant funds to develop, implement, and install on or in any government building of the eligible entity on-site renewable energy technology that generates electricity from renewable resources, including solar energy; wind energy; fuel cells; and biomass. A good renewable project will be on a building that is already highly energy efficient or the proposed activity includes efficiency improvements to the building.

14. Any Other Appropriate Activity: Entities may submit any other appropriate activity for approval consistent with an Energy Efficiency and Conservation Strategy. Cities and counties are encouraged to propose innovative programs or projects that create or retain jobs, save energy, reduce greenhouse gas emissions, and leverage other funding sources.

Limitations on Eligible Activities/Costs

Management and Administrative Costs

Direct management and administrative costs are limited to those costs associated with the day-to-day administration of an eligible activity. Indirect and reporting costs are not included in administrative costs.

Costs Incurred Prior to Award

Costs incurred by a city or county prior to award will not be reimbursed.

Revolving Loan Funds

Cities and counties may not use more than twenty percent of grant funds for the establishment of revolving loan funds.

Subgrants

Cities and counties may not use more than twenty percent of grant funds for the provision of sub-grants to non-governmental organizations for the purpose of assisting in the implementation of the energy efficiency and conservation strategy of the eligible unit of local government. The limit only applies to sub-grants that an eligible entity may establish for the establishing, monitoring and overseeing of the EECBG activities. For the purposes of the EECBG program, a sub-grant and a sub-award are considered to be the same thing.

Ineligible Activities

Prohibited Activities under the Recovery Act

The Recovery Act prohibits the use of funds for swimming pools, gambling establishments, aquariums, zoos, and golf courses. No funds can be used for any activity whatsoever at a prohibited establishment. Any activities at facilities that are adjacent to any of the prohibited establishments and benefit any of the prohibited establishments are also prohibited.

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Land Acquisitions

Acquisitions of land are not an eligible activity.

No Supplanting of Funds

Grantees must use federal Recovery Act funds to supplement existing state and local funds for program activities, and must not replace (supplant) state or local funds that they have appropriated or allocated for the same purpose.

Low-Income Weatherization

Use of funds for low-income weatherization will not be allowed because there is a separate fund under the Recovery Act for those activities.

Other Federally Prohibited Activities

Any other activities prohibited by federal law.

Application Evaluation Process

Threshold Eligibility Review

All applications will be reviewed for eligibility. The initial eligibility review includes checking whether the:

- Application is complete.
- Applicant is eligible.
- Activity or activities are eligible (proposed projects or programs).
- Activities can be completed and funds expended by April 30, 2012. (*Note: Applicants need to consider whether they will be able to meet the deadline if review under the National Environmental Policy Act (NEPA) is required. Activities 4, 5, 7D, 11, 13 and 14 listed above require completion of an environmental questionnaire under NEPA.*)

If the Department determines that an application or proposed activities are ineligible, they will be removed from further consideration and the applicant will be notified. An application that includes several activities, some of which are determined ineligible, will be considered after the ineligible activities are removed. The application will be evaluated based on the remaining eligible activities.

Technical Evaluation (Scoring and Ranking)

After the eligibility screening, eligible applications will be forwarded to an evaluation team. The evaluation team will score and rank the applications using the scoring system described below in the application details..

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Available funding will be allocated based on scoring and geographical balance. If funded applications are withdrawn or eliminated, non-funded applications may move up into funding range. There is no guarantee that an applicant will receive funding.

Application Details (Attachment C - Application Form)

1. Applicant Information

Fill out applicant organizational contact information.

2. Evaluation Criteria and Questions

Evaluation criteria and scoring:

- Other activity funds – 10 points
- Jobs created or retained – 15 points
- Energy Savings/Renewable Generation – 30 points
- Activity Plan – 30 points
- Persistence of benefits beyond 2012 – 15 points

Evaluation questions² for each activity:

- a. What other funds will you be using for the activity? Include any funds from the applicant and other partners, including other cities or counties, special purpose local governments, regional governments, state agencies, utilities, private for-profit and nonprofit organizations, etc.
- b. How many jobs will be created or retained by the activity? This will be based on the total amount of funds for the activity, including funds from other sources.
- c. How much energy will be saved, or be generated by renewable energy sources under Activity #13, by the activity?
- d. Briefly describe your current state of preparation to begin activity tasks.
- e. Describe how benefits such as jobs created or retained and energy saved will persist beyond 2012 (the EECBG funding period). For how long and how much of these benefits will persist?

3. Activity Plan

Applicants must submit a plan with milestones/critical steps and deadlines for each activity that will demonstrate that the funds will be expended and project or program goals achieved within the timeframe indicated in the application. This plan will feature different components depending upon the activity or activities proposed in the application. At a minimum, the plan will include the following milestones/critical steps:

- Tasks and deadlines to demonstrate that the applicant will meet application and federal deadlines;

² The Department is reviewing a calculator provided for jobs and energy by activity that we may require applicants to use.

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- Evidence that any required design engineering is complete, or a schedule for completion;
- Evidence that any required permits are in place and environmental review is complete, or a schedule for completion. (*Note: Applicants need to consider whether they will be able to meet the deadline if review under the National Environmental Policy Act (NEPA) is required. Activities 4, 5, 7D, 11, 13 and 14 listed above require completion of an environmental questionnaire under NEPA.*)

The plan may include optional information appropriate to demonstrate the applicant's ability to meet expenditure deadlines. For example, references and citations to capital facilities plans, transportation improvement plans, comprehensive land use plans, or other plans that include the activity.

4. Budget

Applicants must include their pending plan for EECBG funds/budget. A separate budget is not required for each activity, but may be broken out by activity. The budget will include evidence of any applicant funds or funding from public or private partners – for example, receipt of other funding, letter of credit, letter obligating funding, etc.

5. Letter of commitment

Applicants must include with their application a letter of commitment from the mayor, city manager, county executive, chair of the county commission, or county administrator indicating support for the work to be done as funded by the grant. If this is a joint application, a letter will be needed from each jurisdiction involved in the grant or a single letter signed by all jurisdictions.

Activity Project or Program Implementation

The EECBG Funding Contract

Upon awarding grant funds, Energy Policy staff will work with each successful applicant to prepare an EECBG funding contract. For a copy of the current version of the contract template, please go to <http://www.cted.wa.gov>. PLEASE NOTE THAT THIS CONTRACT TEMPLATE IS SUBJECT TO CHANGE PENDING FURTHER GUIDANCE FROM THE FEDERAL GOVERNMENT. The most current version of the contract will be used at the time of contract negotiations.

To begin development of the contract, Energy Policy staff will mail the funding recipients a scope of work based on their original application. Funding recipients must return the final scope of work to the Department within 14 calendar days of the postmark date. The Department will then send the funding recipient their contract. The funding recipient must sign the contract and return it within 14 calendar days of the postmark.

EECBG Contract Requirements

Upon notification of award, funding recipient staff that will be managing the contract will be required to attend training regarding contract requirements, including but not limited

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to the requirements specific to the Recovery Act. Training will be provided through statewide workshops and webinars or video-conferencing.

Buy American – Use of American Iron, Steel, and Manufactured Goods

None of the funds appropriated or otherwise made available by the Recovery Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.

Davis-Bacon Act Wage Rate Requirements

All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act).

The work performed under contract may also be subject to the State's prevailing wage laws, Chapter 39.12 RCW. Applicants are advised to consult with the Washington State Department of Labor and Industries to determine the prevailing wages that must be paid.

Reporting

Accountability and Transparency – Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from the Department shall submit a report to the Department that contains, but is not limited to a detailed list of all projects or activities for which recovery funds were expended or obligated, including:

- (a) The name of the project or activity;
- (b) A description of the project or activity;
- (c) An evaluation of the completion status of the project or activity;
- (d) An estimate of the number of jobs created and the number of jobs retained by engaging in the activity;
- (e) The amount of energy saved;
- (f) The amount of renewable energy generated;
- (g) The amount of greenhouse gases reduced;
- (h) The amount of funds leveraged; and
- (i) Key metrics that will vary by project type per U.S. DOE guidance.

Environmental and Cultural Review

Because ARRA funds are federal, all funding recipients must complete an environmental review under the National Environmental Policy Act (NEPA), a cultural review under Section 106 of the National Historic Preservation Act, and an environmental review under the State Environmental Policy Act.

Activities 1, 2, 3, 6, 7A, 7B, 7C, 7F, 8, 9, 10, and 12 listed above require no further action under NEPA.

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Listing Recovery Act Jobs with the Employment Security Department

All job openings created by the funding recipients for this program must be listed with the WorkSource system (an affiliate of the Employment Security Department) before hiring; all hiring decisions also must be reported to WorkSource. In addition, all sub-contractors hired by funding recipients also must be required to list jobs and report hiring results to WorkSource. Existing or sub-contractor employees who are retained using funds from this project also must be reported to WorkSource. WorkSource will pre-screen and refer qualified job candidates for the funding recipient's or sub-contractor's consideration. The funding recipients and sub-contractors also have the discretion to use other, additional recruitment systems, and retain the right to make all hiring decisions.

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Attachment A

Eligible Cities and Counties

Eligible Cities

| | | |
|-----------------------|----------------|---------------|
| Aberdeen | Cathlamet | Eatonville |
| Airway Heights | Centralia | Edgewood |
| Albion | Chehalis | Electric City |
| Algona | Chelan | Ellensburg |
| Almira | Cheney | Elma |
| Anacortes | Chewelah | Elmer City |
| Arlington | Clarkston | Endicott |
| Asotin | Cle Elum | Entiat |
| Bainbridge Island | Clyde Hill | Enumclaw |
| Battle Ground | Colfax | Ephrata |
| Beaux Arts Village | College Place | Everson |
| Benton City | Colton | Fairfield |
| Bingen | Colville | Farmington |
| Black Diamond | Conconully | Ferndale |
| Blaine | Concrete | Fife |
| Bonney Lake | Connell | Fircrest |
| Bothell | Cosmopolis | Forks |
| Bremerton | Coulee City | Friday Harbor |
| Brewster | Coulee Dam | Garfield |
| Bridgeport | Coupeville | George |
| Brier | Covington | Gig Harbor |
| Buckley | Creston | Gold Bar |
| Bucoda | Cusick | Goldendale |
| Burien | Darrington | Grand Coulee |
| Burlington | Davenport | Grandview |
| Camas | Dayton | Granger |
| Carbonado | Deer Park | Granite Falls |
| Carnation | Des Moines | Hamilton |
| Cashmere | DuPont | Harrah |
| Castle Rock | Duvall | Harrington |
| | East Wenatchee | Hartline |

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Eligible Cities (cont.)

| | | |
|------------------|----------------|------------------|
| Hatton | Mansfield | North Bend |
| Hoquiam | Maple Valley | North Bonneville |
| Hunts Point | Marcus | Northport |
| Ilwaco | Marysville | Oak Harbor |
| Index | Mattawa | Oakesdale |
| Ione | McCleary | Oakville |
| Issaquah | Medical Lake | Ocean Shores |
| Kahlotus | Medina | Odessa |
| Kalama | Mercer Island | Okanogan |
| Kelso | Mesa | Omak |
| Kenmore | Metaline | Oroville |
| Kettle Falls | Metaline Falls | Orting |
| Kittitas | Mill Creek | Othello |
| Krupp | Millwood | Pacific |
| La | Milton | Palouse |
| Center | Monroe | Pateros |
| La Conner | Montesano | Pe Ell |
| LaCrosse | Morton | Pomeroy |
| Lake Forest Park | Moses Lake | Port Angeles |
| Lake Stevens | Mossyrock | Port Orchard |
| Lamont | Mount Vernon | Port Townsend |
| Langley | Mountlake | Poulsbo |
| Latah | Terrace | Prescott |
| Leavenworth | Moxee | Prosser |
| Liberty Lake | Mukilteo | Pullman |
| Lind | Naches | Quincy |
| Long Beach | Napavine | Rainier |
| Lyman | Nespelem | Raymond |
| Lynden | Newcastle | Reardan |
| Lynnwood | Newport | Republic |
| Mabton | Nooksack | Ridgefield |
| Malden | Normandy Park | Ritzville |

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Eligible Cities (cont.)

| | | |
|----------------|------------------|--------------|
| Ritzville | Sunnyside | Woodland |
| Riverside | Tekoa | Woodway |
| Rock Island | Tenino | Yacolt |
| Rockford | Tieton | Yarrow Point |
| Rosalia | Toledo | Yelm |
| Roslyn | Tonasket | Zillah |
| Roy | Toppenish | |
| Royal City | Tukwila | |
| Ruston | Tumwater | |
| SeaTac | Twisp | |
| Sedro-Woolley | Union Gap | |
| Selah | Uniontown | |
| Sequim | University Place | |
| Shelton | Vader | |
| Skykomish | Waitsburg | |
| Snohomish | Walla Walla | |
| Snoqualmie | Wapato | |
| Soap Lake | Warden | |
| South Bend | Washougal | |
| South Cle Elum | Washtucna | |
| South Prairie | Waterville | |
| Spangle | Waverly | |
| Sprague | Wenatchee | |
| Springdale | West Richland | |
| St John | Westport | |
| Stanwood | White Salmon | |
| Starbuck | Wilbur | |
| Steilacoom | Wilkeson | |
| Stevenson | Wilson Creek | |
| Sultan | Winlock | |
| Sumas | Winthrop | |
| Sumner | Woodinville | |

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Eligible Counties

| | |
|--------------|--------------|
| Adams | Kittitas |
| Asotin | Klickitat |
| Benton | Lewis |
| Chelan | Lincoln |
| Clallam | Mason |
| Columbia | Okanogan |
| Cowlitz | Pacific |
| Douglas | Pend Oreille |
| Ferry | San Juan |
| Franklin | Skamania |
| Garfield | Stevens |
| Grant | Wahkiakum |
| Grays Harbor | Walla Walla |
| Island | Whitman |
| Jefferson | |

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Attachment B

Ineligible Cities and Counties

Ineligible Cities

| | |
|-------------|------------------|
| Auburn | Pasco |
| Bellevue | Puyallup |
| Bellingham | Redmond |
| Edmonds | Renton |
| Everett | Richland |
| Federal Way | Sammamish |
| Kennewick | Seattle |
| Kent | Shoreline |
| Kirkland | Spokane |
| Lacey | Spokane Valley C |
| Lakewood | Tacoma |
| Longview | Vancouver |
| Olympia | Yakima |

Ineligible Counties

Clark
King
Kitsap
Pierce
Skagit
Snohomish
Spokane
Thurston
Whatcom
Yakima

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Attachment C Preliminary Application Form

| | | | | | | | |
|--|--|--------------|--|-----------------|--|---------------|--|
| 1. Applicant information | | | | | | | |
| Applicant Organization | | | | | | | |
| Contact | | | | | | | |
| Address | | | | | | | |
| City | | State | | Zip Code | | County | |
| Phone | | | | Email | | | |
| Fill one set of the Evaluation Questions and the Work Plan Milestones forms for each proposed activity. Only one budget form is required for the entire application. | | | | | | | |
| 2. Evaluation Questions by Activity | | | | | | | |
| Activity Description | | | | | | | |
| 1. What other funds will you be using for the activity? Include any funds from the applicant and other partners. | | | | | | | |
| 2. How many jobs will be created or retained by the activity? This will be based on the total amount of funds for the activity, including funds from other sources. | | | | | | | |
| 3. How much energy will be saved, or generated by renewable sources under Activity #13, by the activity? | | | | | | | |
| 4. Describe your current state of preparation to begin activity tasks. | | | | | | | |
| 5. Describe how benefits such as jobs created or retained and energy saved will persist beyond 2012 (the EECBG funding period). For how long and how much of these benefits will persist? | | | | | | | |

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3. Activity Plan

Where appropriate include information regarding:

- Any required design engineering that is complete, or a schedule for completion;
- Any required permits that are in place and environmental review that is complete, or a schedule for completion.

Activity Name:

Tasks

Deadlines

Optional information to demonstrate the applicant's ability to meet expenditure deadlines.

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4. Budget

[illegible]

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5. Letter of Commitment

Attach a letter of commitment to the application from the mayor, city manager, county executive, chair of the county commission, or county administrator indicating support for the work to be done as funded by the grant. If this is a joint application, a letter will be needed from each jurisdiction involved in the grant or a single letter signed by all jurisdictions.